



Tadcaster Town Council

The Ark, 33 Kirkgate, Tadcaster LS24 9AQ

01937 834113

clerk@tadcastertowncouncil.gov.uk

www.tadcastertowncouncil.gov.uk

Open Monday to Thursday 9.30am to 12.30pm

5 June 2019

Tadcaster Town Councillors are summoned to attend the meeting of the Finance & General Purposes meeting on Tuesday 11 June 2019 at 7.00 pm in The Ark, 33 Kirkgate, Tadcaster.

Members of the media and the public are welcome to attend and listen to the proceedings, other than those conducted in Part II. **Note:** Members of the public may raise matters relating to the town at Agenda Item 3.

Jane L Crowther, Clerk to Tadcaster Town Council

A G E N D A

- 1 **APOLOGIES** – To receive, record and approve apologies for absence.
- 2 **DECLARATIONS OF INTEREST** – To receive and record declarations of interest at this point or at any other point on the agenda.
- 3 **PUBLIC SESSION – SUSPEND STANDING ORDERS** – To allow members of the public to speak on any matter as it relates to the town.
- 4 **REIMPOSE STANDING ORDERS** –
- 5 **CLERKS REPORT** – Clerk to update members regarding any Finance & General Purposes matters not itemised on this agenda.
- 6 **CEMETERY MATTERS** –
 - 6.1 - **Memorial Applications** – Members to consider and agree the following memorial applications for the Cemetery:-
 - **AIV j5 Kerbs and Plaque**
 - **AIV j6 Kerbs and Plaque**
 - **AVI e5 Headstone**
 - **AVI c11 Headstone**
 - **AVI a4 Additional Inscription**
 - **AIV h4 Additional Inscription**
 - **AIV j38 Plaque**
 - 6.2 - **Memorial Repairs** – Members to consider a way forward repairs to Category 2 memorials.
 - 6.3 - **Cemetery Gate** – Members to discuss and agree the locking of the top Cemetery gate.
 - 6.4 - **Cemetery Footpath Repairs** – Members to discuss and agree retrospective approval for repairs to priority footpaths in the Cemetery following inspection on 19 March 2019.
7. **PLANNING** –
 - 7.1 - Members to note and comment as required on the following applications received from Selby District Council:-
 - 5/19 - 5 Kirkgate** – Proposed change of use from D1 (non-residential letting) – to B1 (office use)
 - 6/19 - 31 Stutton Road** – Proposed erection of two storey extension to rear including a first floor extension to the side and single storey porch to front of existing detached dwelling house.
 - 7/19 - Salvation Army Chapel Street** – Proposed extension to make a community store annexe and separate storage container.
 - 7.2 **Authorised TPO Applications** -
 - 2/19 – Tadcaster Albion Football Club - Application for consent for Tree Work.**
8. **CORRESPONDENCE** – **For members to note and make comments as required:-**

- a. **Yorkshire Local Councils Associations - White Rose Update** – Newsletter May 2019
- b. **North Yorkshire VE Day 75** – Members to discuss and consider the Councils involvement in the event.
- c. **Email resident** – Women against State Pension Injustice – Letter requesting support.
- d. **Selby District Council** – Recycling Service Public Consultation – Closing date 26 June 2019.
9. **SUB COMMITTEE MEMBERSHIP** – Members to elect Councillors to serve on the following Sub Committees:-
 - a. **Cemetery Sub Committee.**
 - b. **Staffing Sub Committee**
10. **CHAIRMANSHIP & VICE CHAIRMANSHIP OF SUB COMMITTEES** – Members to elect Chairman and Vice Chairman to the following Sub Committees:-
 - a. **Cemetery Sub Committee**
 - b. **Staffing Sub Committee**
11. **WORKING GROUP MEMBERSHIP** – Members to elect members for the following Working Groups:-
 - a. **Editorial Board - Newsletter**
 - b. **Grant Aid** – Members to note group membership of The Chairman and Chairmen and Vice Chairmen of Committees.
12. **BUSINESS AND EFFICIENCY GROUP** – Members to discuss and consider recommendations from the BEG meeting held earlier in the evening for the following reviewed policies:-
 - a. Privacy Statements
 - b. Website Policy
 - c. Social Media Guidelines
 - d. Media Policy
13. **TERMS OF REFERENCE** – Members to review and agree the Terms of Reference for the following Committees
 - a. Finance & General Purposes Committee
 - b. Cemetery Sub Committee
 - c. Staffing Sub Committee
14. **COUNCILLORS LENGTH OF SERVICE AWARD – REVIEW** – Members to review the criteria.
15. **FACEBOOK REVIEW** –
 - a. Members to review and approve the Council Facebook page.
 - b. To agree Councillors to oversee the Councils Facebook Page.
16. **MERIT AWARD CRITERIA** - Members to review and approve the criteria.
17. **GENERAL DATA PROTECTION REGULATION** –
 - a. Members update.
 - b. **Data Information Audit** – Members update
18. **GRANT AID** –
 - a. Members to approve the Grant Aid Policy/ Terms and Conditions & Application Form.
 - b. **Small Grant Application** – Members to consider an application received by the Council.
19. **STAFF VACANCY** – Members update of the Administrative Assistant job interviews.
20. **COUNCILLOR EMAIL ADDRESSES** – Members to discuss the way forward for .gov Councillor email addresses.
21. **WAR MEMORIAL** – Members to discuss ongoing maintenance to the War Memorial.
22. **FINANCE** –
 - a. **Payment of Accounts** – Three Councillors to approve and sign the cheques and stubs. Schedule to be circulated at the meeting.
 - b. **Financial Year End Report** – Members to consider and approve the financial year end report to 31.03.19.
 - c. **Council Reserves** – Members to consider and agree the Council Reserves.
 - d. **Internal Audit of Accounts Report** – Members to note the Internal Audit of Accounts Report for the financial year 2018/2019 received from Yorkshire Internal Audit Services.
 - e. **Internal Control Review Report** – Members to note the report to 31.03.19.

- f. Internal Control System** – Members to review and agree the effectiveness of the system of internal control, internal audit procedures and Terms of Reference for 2018/2019.
 - g. Internal Control and Internal Audit Terms of Reference** – Members to review and agree the Terms of Reference for 2019/2020.
 - h. Internal Control System Auditor** – Members to appoint a Councillor to carry out the Internal Control for 2019/2020.
- 23. TADCASTER TOWN COUNCIL NEWSLETTER** – Members to put forward suggestions for the next edition of the newsletter from this meeting.
 - 24. WEBSITE AND MEDIA ITEMS** – To suggest appropriate matters from this meeting to place on the website and before the media.
 - 25. MINOR MATTERS AND AGENDA ITEMS FOR THE NEXT MEETING** – to bring to the attention of the meeting, or the Clerk any relevant items of business for the next meeting of the **Finance & General Purposes Committee** on 23 July 2019

PART II – To consider any items which, under the provision of the Public Bodies (Admission to Meetings) Act 1960 as amended by Section 100A of the Local Government Act 1972, Schedule 12, description 1, 4 & 8

- 26. QUOTATIONS - CEMETERY MATTERS –**
 - a. Infill kissing gate/Hedge Leeds Road** – Members to consider a quotation received for the works.
 - b. Cemetery Chapel Wall** – Members to consider a quotation received for the pointing of areas in the Cemetery Chapel wall.
 - c. Cemetery Footpaths** – Members to consider a quotation received for repairs to some of the footpaths in the Cemetery.